

REQUEST FOR APPLICATIONS (RFA)

**District of Columbia
Office of the Deputy Mayor for Education**



2016 Increased Access to Music Instruction Grant

RFA Release Date

Monday, December 7, 2015

Application Submission Deadline

Friday, January 15, 2016

**APPLICATION CHECKLIST
2016 INCREASED ACCESS TO
MUSIC INSTRUCTION GRANT**

- ☐ Five (5) hard copies of the application (3-ring bound) and one (1) electronic copy emailed to claudia.lujan@dc.gov (PDF). If the Applicant fails to submit five (5) hard copies and one (1) electronic copy, the application **will not** be reviewed.
 - The hard copies of the application must be delivered to: Claudia Lujan, Office of the Deputy Mayor for Education, 1350 Pennsylvania Ave. NW, Suite 307, Washington, DC 20004. Applications received at or after 5:01 p.m. EST, on Friday, January 15, 2016, will not be reviewed. Applicants will not be allowed to assemble application materials on the premises of the Office of the Deputy Mayor for Education (DME). Applications must be ready for receipt by the DME.
 - The electronic application must be in PDF format (one file or multiple files – being sure to name the files accordingly – [Organization Name -RFA16IAMI.pdf](#) and so on). The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and attachments requested.
- ☐ Application Cover Sheet, with signature.
- ☐ Proposal Narrative (not to exceed 10 pages).
- ☐ Proposed Budget Form with narrative.
- ☐ A valid 501(c)(3) designation letter from the Internal Revenue Service, documenting the organization or the fiscal sponsor’s tax exempt status as a non-profit organization, if applicable.
- ☐ A recent DC Clean Hands Form from the DC Office of Tax and Revenue showing the organization and/or fiscal sponsor is in good standing, if applicable.
- ☐ A recent Certificate of Good Standing from DC Department of Consumer and Regulatory Affairs.
- ☐ Evidence of Community Support – evidence of support from a community organization(s), school, funder, or other entity familiar with the services provided by the Applicant.

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The Office of the Deputy Mayor for Education (DME) is soliciting grant applications from 501(c)(3) organizations for the 2016 Increased Access to Music Instruction Grant ("Grant"). The grant is a one-time grant of operating funds not to exceed \$150,000. The funds were allocated by the Council of the District of Columbia pursuant to section 4152(a)(1) of the Fiscal Year 2016 Budget Support Act of 2015 (A21-148) to an organization to provide a music instruction program serving elementary school students in the District that have limited means to afford or access to instrumental music instruction."

1.2 Grant Award

A total of \$150,000 is available for award through the 2016 Increased Access to Music Instruction Grant. Award amounts can range from \$50,000 to \$150,000. The Grant period will be from the date of award until September 30, 2016, provided that the grantee successfully meets its performance objectives, which will be articulated to grantees via a Performance Agreement that will be executed between the grantee and the DME prior to the disbursements of any grant funds.

1.3 Eligibility

An Applicant applying for the 2016 Increased Access to Music Instruction Grant is subject to the following criteria to be eligible to apply under this RFA:

- DC-based nonprofit organizations providing music instruction.
- Applicants must verify their non-profit status by submitting a valid 501(c)(3) designation letter from the Internal Revenue Service, documenting the organization or the fiscal sponsor's tax exempt status as a non-profit organization.
- Applicants must submit a recent DC Clean Hands Form (August 1, 2015 or later) from the DC Office of Tax and Revenue showing the organization and/or fiscal sponsor is in good standing. The application for this form can be found at <https://ocfocleanhands.dc.gov/cch>
- Applicants must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs ("DCRA"). The Certificate shall be current to within 60 days of the application submission.
- Applicant's mission includes serving populations with limited means through music instruction programs/services.

1.4 Permissible Use of Grant Funds

Grantees may only use grant funds for allowable grant project expenditures during the grant award period.

SECTION 2: **SCHEDULE**

2.1 RFA Release

The release date of the RFA is **Monday, December 7, 2015**. The RFA is available on-line at www.dme.dc.gov.

2.2 Contact Person

Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Claudia Luján
Office of the Deputy Mayor for Education
1350 Pennsylvania Ave. NW, #307
Washington, DC 20001
Claudia.lujan@dc.gov

Applicants are encouraged to email questions to the contact person listed above.

2.3 Application Deadline

Applications are due on **Friday, January 15, 2016** by 5:00 pm and must be delivered to Claudia Luján at the address provided above.

2.4 Updates

Information and updates regarding this RFA will be made available on-line at www.dme.dc.gov or via email through the Office of Partnerships and Grant Services Funding Alert.

2.5 Timetable for Evaluation and Award

The District will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are subject to change in the District's sole discretion and without prior notice:

Issuance of RFA:	Monday, December 7, 2015
Applications Due:	Friday, January 15, 2016
Review Period:	1/19/16 – 2/12/16
Award Issued:	Week of February 15, 2016

SECTION 3: SCOPE OF PROGRAM

3.1 Program Scope

As stated above, the purpose of the grant is to provide a music instruction program serving elementary school students in the District that have limited means to afford or access to instrumental music instruction.

SECTION 4: APPLICATION CONTENT

4.1 Description of Application Content

Three-Ring-Bound Hard Copies – The Applicant has responded to all sections of the RFA and the Three-Ring-Bound hard copies contain all the information and attachments requested.

The cover of the Three-Ring-Bound Hard Copies must clearly display the following: 1) **Application in Response to 2016 Increased Access to Music Instruction RFA** and 2) the **Applicant's Name**. The Three-Ring-Bound Hard Copies must contain all of the following with the requested information.

- Application Cover Sheet (See Attachment A)
- Tab One: Executive Summary
- Tab Two: Table of Contents
- Tab Three: Proposal Narrative
 - Proven Excellence
 - Statement of Need
 - Program Description
 - Statement of Intended Impact
- Tab Four: Board Governance & Key Staff
- Tab Five: Proposed Budget with Narrative
- Tab Six: Required Appendices
- Tab Seven: Additional Appendices (as determined by Applicant)

4.2 Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project.

4.2.1 Tab One – Executive Summary

The Applicant may use this section to: 1) provide a brief background and history of the organization, and 2) describe the organization's program(s) and performance with specific detail on providing music instruction to low-income students.

4.2.2 Tab Two – Table of Contents

The Table of Contents should list major sections of the application with a quick reference page index.

4.2.3 Tab Three – Proposal Narrative

The applicant must demonstrate proof of the quality of its services. Please include the following:

- Mission and history of organization/program.
- Experience implementing music instruction to elementary

school students.

- Evidence of past success serving low-income students or students with limited access to music instruction.
- Statement of need for the proposed services/activities.
- Statement of intended impact, including the approximate number of youth served.
- Proposed activities this grant will fund.
- Key partnerships with schools or other organizations that are central to implementing the proposed activities funded by this grant.
- Proposed outcomes, including both qualitative and quantitative evidence of Impact.

4.2.4 Tab Four – Board Governance & Key Staff

This section is designed to solicit professional bios of all of the professionals associated with the proposed project – Board Members & Key Staff. Bios should be of professional quality and provide enough detail (**one or two paragraphs**) for the District to ascertain the project team's ability to provide high quality services.

NOTE: If a related entity provides management support, bios on key individuals are also required.

4.2.5 Tab Five: Proposed Budget and Budget Narrative

The Applicant must submit a completed Proposed Budget Form (see Attachment B). In this section, the Applicant should provide a description of the proposed use of funds. The Applicant should also ensure to include plans for long-term sustainability of programming beyond the grant year.

4.2.6 Tab Six – Required Appendices

- Appendix 1 – Proposed Program Budget Form
- Appendix 2 – Articles of Incorporation
- Appendix 3 – Audited Financial Statements (most current fiscal year)
- Appendix 4 – A valid 501(c)(3) designation letter from the Internal Revenue Service
- Appendix 5 –
DC Clean Hands Form from the DC Office of Tax and Revenue (OTR) and Certificate of Good Standing from DC Department of Consumer and Regulatory Affairs (DCRA)
- Appendix 6 – Letters of Endorsement or support from community members or schools, or other relevant individuals or organizations
- Appendix 7 – Commitment letters from Key Partners referred to in the Proposal Narrative

- Appendix 8 – Affidavit of No Conflict (per section 7.2 of this RFA)

4.2.7 Tab Seven – Additional Appendices

To be provided as deemed necessary by the applicant.

SECTION 5: REVIEW PANEL AND APPLICATION SCORING

5.1 Review Panel

The 2016 Increased Access to Music Instruction Grant is competitive. A Review Panel for the grant will be convened to review, score, and rank each applicant's proposal. The Review Panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their relevant experiences in education, non-profit management, and serving low-income or at-risk populations.

5.2 Scoring Rubric/Evaluation Criteria

Please see chart below for evaluation criteria.

2016 Increased Access to Music Instruction Grant Evaluation Criteria (A maximum of 100 points will be awarded.)	
PROVEN EXCELLENCE (50 points max)	
Demonstrated record of music instruction to elementary school students in the District of Columbia, including a history of serving low-income students or students with limited access to music instruction.	
Strong record of building the necessary partnerships with key stakeholders.	
PROPOSED PROGRAM (40 points max)	
Statement of need for activities and services	
Statement of intended impact, including target number of youth served with grant funds	
Description of proposed activities and services	
Demonstrates community support with letters of endorsement or support.	
BUDGET (10 points)	
Strong financial plan to maximize the use of funds, including plans for sustaining programming after the grant year.	

SECTION 6: GENERAL PROVISIONS

6.1 Monitoring & Reporting

Upon award of the 2016 Increased Access to Music Instruction Grant, DME will be primarily responsible for monitoring the terms of the Grant Performance Agreement and for reviewing and approving requests for reimbursement (see section 6.6 on payments below). At any time or times before final payment and five (5) years thereafter, the District may have the Grantee's expenditure statements and source documentation reviewed. DME will monitor the grant recipient through site visits and reviews of grant reports. The specific schedules for site visits and submission of reports will be included in the Grant Performance Agreement, to be agreed upon by DME and Grantee after award.

6.2 Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving 2016 Increased Access to Music Instruction Grant funds.

6.3 Document Retention

Recipients and sub-recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three years from end date of the program period to ensure that such documentation is available to the DME and/or other authorized entities for review, upon request.

6.4 Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documents audited.

6.5 Payments

Awardees will receive an advanced payment of 50% of total grant amount within 30 days of the grant award, an interim payment of 40% upon submission of mid-year grant report, and the remaining 10% upon submission of the final grant report.

SECTION 7: RESERVATION OF RIGHTS AND MISCELLANEOUS PROVISIONS

7.1 Rights Reserved

The District reserves the right to:

- Cancel or withdraw the RFA at any time prior to or after the submission deadline;
- Issue modifications or clarifications to the RFA prior to the submission deadline;

- Reject any application it deems incomplete or unresponsive to the submission requirements;
- Reject all applications that are submitted under the RFA;
- Modify the deadline for submissions or other actions; and/or
- Reissue the RFA or a modified RFA whether or not any applications have been received in response to the initial RFA issuance.

The District may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

7.2 No Conflicts of Interest

In its response to this RFA, the Applicant should represent and warrant the following to the District:

- No person or entity employed by the District or otherwise involved in preparing this RFA on behalf of the District (i) has provided any information to potential Applicants which was not made available to all entities potentially responding to this RFA, (ii) is affiliated with or employed by or has any financial interest in any potential Applicant, (iii) has provided any assistance to potential Applicant in responding to this RFA, or (iv) will benefit financially if any Applicant is selected in response to this RFA.
- The Applicant has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under this RFA or any other solicitation or other contract, and Applicant has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Applicant has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing the District, or to a member of the immediate family (*i.e.*, a spouse, child, parent, brother or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFA. As used herein, “anything of value” shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this RFA, if any, or any other contract with the District), etc., which might tend to obligate a District employee to Applicant, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.
- The Applicant shall report to the District directly and without undue delay any information concerning conduct which may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or (b) any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of any government employee, officer or public official, any Applicant employee, officer, agent, subcontractor, or labor official, or other person

for any purpose which may be related to the procurement of this RFA by Applicant, or which may affect performance in response to this RFA in any way.

7.3 Change in Applicant Information

If information provided in a submission changes (*e.g.*, change or addition to any of the Applicant's team members or new financial information) the Applicant shall provide updated information in the same format for the appropriate section of the RFA and the District may consider the modified submission.

7.4 Ownership and Use of Submissions

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected. No Applicant shall be entitled to compensation or reimbursement of costs in connection with their submission of a response to this RFA.

7.5 Further Efforts

The RFA Review Panel may request that Applicants clarify their submissions and/or submit additional information pertaining to their submissions; the RFA Review Panel may request best and final submissions from any Applicant and/or request an oral presentation from any Applicant.

7.6 Restricted Communications

Upon release of this RFA, potential Applicants shall not communicate with the Review Panel or any District staff about the RFA or issues related to the RFA except as authorized in this RFA.

7.7 Confidentiality

Submissions and all other information submitted in response to this RFA are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 *et seq.*) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category. An example of an exemption category is "trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained." If an Applicant provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Applicant shall include the following legend on the title page of the submission:

**THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM
MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF
INFORMATION ACT**

In addition, on each page that contains information that the Applicant believes is exempt from mandatory disclosure under FOIA, the Applicant shall include the following separate legend:

**THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY
DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT**

On each such page, the Applicant shall also specify the exempt information and shall state the exemption category within which it believes the information falls. The District will generally endeavor not to disclose information which in the opinion of the District is exempt from disclosure. The District may, in its discretion, contact the Applicant to provide notice that their submission materials have been requested and provide the Applicant with the opportunity to further identify exempt information. The District will independently determine whether any information, whether designated by the Applicant or not, is exempt from mandatory disclosure. The District has the ultimate decision as to whether information is exempt from disclosure. Moreover, exempt information may be disclosed by the District, at its discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

7.8 Non-Liability

By participating in the RFA process, the Applicant agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFA.